



Welcome!



City of Durham
Fire Department

RECRUITMENT
Orientation



Agenda/Topics to Be Covered

- Eligibility Requirements
- Required paperwork
- Testing
- Human Resources Department & Fire Department
- Oral Review Board
- Fire Department
- Final Selection Process



Eligibility Requirements

- Must be at least eighteen (18) years of age at the time application is submitted.
- High school diploma or GED
- Possess a valid driver's license
 - *Clear DMV report – no DWI conviction within the last four (4) years*



Eligibility Requirements Continued

- No felony convictions
- *Released or discharged from the armed services under honorable conditions
“General” and “medical” discharges may be acceptable, dependent upon circumstances
- Good job history



Lateral Requirements

- Must have served for a minimum of two years in a municipal fire department as a full time paid employee and have gone through a full academy. (Must be currently employed by that department)
- The applicant's training background must be verifiable and approved by the Special Operations Chief
- Applicant must be Firefighter II, EMT and HazMat Operations level trained



Lateral Requirements Continued

- Firefighters certified in NC shall present copies of current level of certification, including Haz-Mat from the Office of the State Fire Marshal (****Non-NC certified FF's must submit equivalent documentation for approval by the Special Operations Chief***)
- EMT certifications must also be submitted (****Persons with non-NC EMT certifications must contact the NC Office of Emergency Medical Services to obtain a transfer of certification to North Carolina***)



Required Paperwork

- An **application packet** must be completed and submitted prior to deadline (all forms MUST be complete)
- Must attach a criminal history records check from the applicant's local law enforcement agency of residence for the past seven years
- Must attach a driver's history printout from the NC Department of Motor Vehicles (NC residents) or from the location(s) where applicant has resided that covers the past seven years



PACKET CHECKLIST

- City Employment Application (must be submitted electronically to the City of Durham Human Resources Department : <http://ww2.durhamnc.gov/employment/>)
- Applicant Procedure for Firefighters (Must be Dated and Signed) (4 pages)
- Personal History Questionnaire (Must be **NOTARIZED**) (6 pages)



Packet Checklist

- Authorization and Release (Must be NOTARIZED)
- Release of Liability and Assumption of Risk (Must be Signed by witness)
- Physical Agility Test Form (Must be signed by a physician)



Other Documentation

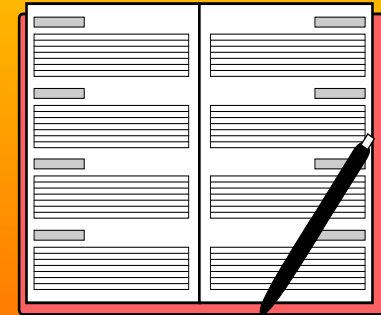
You will need to provide the following documentation to the Fire Department during the hiring process:

- Copy of Birth Certificate
- Official High School Transcript or GED test report (No copies of diplomas)
- Copy of Military Discharge (DD-214), if applicable
- Copy of Driver's License
- Driver's History Printout from NC DMV or present state (for past 7 years)
- Criminal History Records Check (for past 7 years)
- Copy of Social Security Card



Testing

◆ WRITTEN TEST



- General Knowledge Exam
 - Reading and Comprehension at or above 10th grade level
- Lateral applicants only
 - Written examination is a skills knowledge test based on the Essentials of Firefighting, 5th Ed., FF I&II
- *Entry-level or Lateral* must score, at minimum, 70 % on the written exam to continue in the process



◆ AGILITY TEST

- REQUIRES *PHYSICIAN* APPROVAL

Agility form must be signed by a physician or applicant will NOT be permitted to participate

- Release of Liability and Assumption of Risk must be read, signed and NOTARIZED

- Applicant must wear athletic type shoes and gym clothing for testing

- Applicants who fail any part of the agility test will be disqualified for consideration



Human Resources Department & Fire Department

All applicants' test results and required paperwork are screened to determine the continued eligibility of candidates

- The **Human Resources Department** is responsible for notifying candidates who are **ineligible** for ***employment***
- The **Fire Department** will notify candidates who are ***eligible*** to continue in the **process**



Oral Review Board

- Successful candidates will appear before a review panel for a formal interview.
- Each applicant is asked the same job related questions with the appropriate follow-up questions.
- Each Board member will independently rate the candidate's suitability for the position of Firefighter.



Background Investigations

- Background investigations will be conducted under the direction of the Training Division.
- Background investigations for firefighters will include:
 - *Previous Employment*
 - *Personal References*
 - *Driver's License and Criminal History*
 - *Any additional information that may arise out of the investigation*
- Applicants who are ineligible, based on background results, will be notified in writing by the Human Resources Department.



Eligibility List

- Written Exam, Agility Test, Board results, and Background investigation are considered by the Fire Chief for final recommendation to Deputy City Manager and the Director of Human Resources for employment.



Final Selection

- The Fire Department will offer the successful candidates a conditional offer of employment contingent on successfully passing the remaining tests:
 - Physical Examination
 - Audio and Visual Tests
 - Drug Test *(in accordance with City of Durham policy and Fire Department minimum standards)*
- *The Human Resources and Fire Department will be responsible for notifying all applicants of their employment status.*



GOOD
LUCK!!